CURRICULUM VITAE

|  |  |
| --- | --- |
| **Name:** | **[Insert Name Here]** |
| **Address:** | **[Road], [Town], [City], [Postcode]** |
| **Mobile Number:**  **Tel Number:** | **[Mobile Number Format: xxxxx xxx xxx]**  **[Home Number Format: xxx xxxx xxxx]** |
| **E-Mail Address:** | **[Insert Email Address Here]** |

|  |
| --- |
| **PROFILE OF SKILLS** |
| [A short, brief summary of your work skills as well as your social skills] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education:** | | | |
| **School:** [Current School Name] | | | |
| **Year** | **Qualification** | **Subject** | **Grade** |
| [Year] | [Qualification  Example: Predicted GCSE] | [Subject 1]  [Subject 2]  [Subject 3]  [Subject 4]  [Subject 5]  [Subject 6]  [Subject 7]  [Subject 8]  [Subject 9]  [Subject 10]  [Subject 11]  [Subject 12] | [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here]  [Insert grade here] |

|  |  |
| --- | --- |
| **WORK EXPERIENCE:** | |
| **Dates** | **Name of company and main duties** |
| [MM/YYYY] to [MM/YYYY] | Company: [Insert Name of Company Here]  Main Duty: [Insert Main Duty Here] |

**ACHIEVEMENTS & OTHER INFORMATION**

- [Insert up to 5 Achievements Here]

- [Example: Prefect]

- [Example: 100& Attendance]

- [Example: Sports Cup Winner]

- [Example: Head Boy]

**HOBBIES/INTERESTS:**

- [Insert up to 5 Hobbies/Interest Here]

- [Example: Football]

- [Example: Cycling]

- [Example: Computer Games]

- [Example: Programming]

**REFERENCES: Available on Request**